



Executives and Business Professionals			
Professional Fees & Dues		Supplies & Expenses	
Association Dues		Briefcase	
Credentials		Meals/Snacks for Events (enter 100% of expenses)	
License		Business Cards	
Professional Associations		Clerical Service	
Union Dues		Computer Software	
Other: _		Computer Supplies	
Continuing Education		Customer Lists	
Correspondence or Course Fees			
Course Registration		Equipment Repair	
Certifications		FAX Supplies	
Materials & Supplies		Client Gifts & Greeting Cards	
Continuing Education Credits		On-Line Charges	
Reference Material		Legal & Professional Services	
Research Expenses		Office Expenses	
Seminar Fees		Copying (Photo Copying) Expenses	
Textbooks		Postage	
Other: _		Shipping	
Telephone Expenses		Stationery/Paper	
Office phone 2nd Line Only No 1st line		Technical Publications	
Fax Service		Other: _	
Cellphone / Business use personal phone		Auto Actual Expenses	
Other: _		Gasoline/Oil Changes	
Auto Travel (In miles)		Auto Insurance	
Between Jobs or Locations		Repairs	
Client Meetings		Parking Fees	
Continuing Education		Tolls	
Bank Deposits		Interest Paid on Auto loan:	
Picking up food for events		Travel - Out of Town	
Purchasing Job Supplies & Materials		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, Train, and Subway	
		Parking and Tolls	
Other: _		Lodging/hotel (don't combine with meals)	
Miscellaneous Expenses		Meals (do not combine with lodging)	
Liability Insurance - Business		Porter, Bell Captain, and Laundry	
Subscriptions		Telephone Calls (including home)	
Resume`		Other: _	